October 19, 2008

TO: Distribution

FROM: D. Morris

SUBJECT: Resource Allocation Forecast for DSN Customer Forum, February 17, 2009

The Deep Space Network Customer Forum will be held Tuesday, February 17, 2009. Included in this DSN Customer Forum will be a DSN Resource Allocation Forecast that will cover forecasted usage of the DSN antenna subnets for January 2010 through December 2012. This analysis will commence on November 10, 2008 and conclude on January 23, 2009. During this process, the Resource Allocation Planning Service (RAPS) members will accept minor changes to the users' requirements or tracking requests in the form of an updated User Loading Profile (ULP). Major changes will be accepted only if they are submitted in the form of draft changes to the mission's current Deep Space Network Service Agreement document. These draft changes should be initialed by the appropriate Project Manager as this procedure supports our required traceability process.

Please review all attached material (Attachments 1-6). On Attachments 5 and 6 (ULP's and Events), update any items requiring change. Please send changes via email to the following Resource Analysis Team members or their group email: *!DL-DSN-RAP@dsn.nasa.gov*

> *Arthur.E.Andujo@jpl.nasa.gov*   *Elsa.Martinez@dsn.nasa.gov*
> *Steven.Chhan@dsn.nasa.gov*   *Nicholas.Sartwell@dsn.nasa.gov*
> *Donna.Dillard@dsn.nasa.gov*   *Eugenia.Young@dsn.nasa.gov*
> *LaMont.Failey@dsn.nasa.gov*

Return a signed copy of the User Loading Profiles and Major Events forms (Attachments 5 and 6) to the Resource Analysis Team, **Mail Stop 1400-300**, or **FAX to: (626) 305-6389**. We must receive all Review Material ***on or before November 4, 2008.***

It is also requested, if not already available, that each mission provide a current life of mission duration ephemeris or **life of mission** grade ephemeris file to the JPL Service Preparation Subsystem (SPS). These ephemeris files should be delivered to the SPS *on or before November 4, 2008*. Please notify the Resource Analysis team when this has been completed and include date range and filename.

Beginning the week of January 5, 2009 the Resource Analysis Team members will begin contacting appropriate Project/User representatives, as necessary, to review the preliminary recommendations that will be posted to the RAPWEB on January 27, 2009.

Thank you for your help and cooperation in assuring that the next Resource Allocation Review will result in decisions providing everyone the maximum amount of support possible.

Attachments:

1. RAR Time Line
2. User/Mission Planning Set: *http://rapweb.jpl.nasa.gov/planningmissions.html*
3. DSN Resource Implementation Planning Matrix:
    http://rapweb.jpl.nasa.gov/planning.html
4. Major Downtime Schedule: *http://rapweb.jpl.nasa.gov/downtime.html*
5. User Loading Profile: *http://rapweb.jpl.nasa.gov/reqs.html*
6. User Major Events Listing: *http://rapweb.jpl.nasa.gov/reqs.html*

Attachment 1: A schedule for distribution, evaluation, and negotiation of each user's requirements in preparation of the scheduled review. It is important that this schedule be followed as closely as possible. Your cooperation is greatly appreciated.

Attachment 2: The User/Mission Planning Set must be obtained from the RAPWEB at: *http://rapweb.jpl.nasa.gov/planningmissions.html* . Data in this mission set was obtained from each Project and user. Please review this material for accuracy and completeness and provide updates as necessary.

Attachment 3: The DSN Antenna Implementation Planning Matrix must be obtained from the RAPWEB at: *http://rapweb.jpl.nasa.gov/planning.html*. The dates on these schedules are *best estimates* at this time.

Attachment 4: The latest DSN Major Downtime Schedule must be obtained from the RAPWEB at: *http://rapweb.jpl.nasa.gov/downtime.html*. The dates on these schedules are *best estimates* at this time.

Attachment 5: The individual Project or User Loading Profile (ULP) must be obtained from the RAPWEB at: *http://rapweb.jpl.nasa.gov/reqs.html* using either PDF or XLS format. The ULP's contain our latest interpretation of the user requirements and must be reviewed in detail by each user of DSN antenna resources. Please provide redlines on the ULP forms provided and do not reformat the information, as changes to the form would cause us to reinterpret each and every requirement, which is a very time-consuming process. Your cooperation will be greatly appreciated. Please sign the ULP form in the upper right-hand corner and return it even if there are no changes.

Attachment 6: The individual Project or User Major Events must be obtained from the RAPWEB at: *http://rapweb.jpl.nasa.gov/reqs.html* using either the PDF or XLS format. The Major Events contain our latest interpretation of the user's upcoming major events and must be reviewed in detail by each user of DSN antenna resources. Please provide redlines on the sheets provided and do not reformat the Major Events form, as changes to the form would cause us to reinterpret each and every major event, which is a very time-consuming process. Your cooperation is appreciated. Please sign the Major Events form in the upper right-hand corner and return it even if there are no changes.